

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
JOB CLASSIFICATION: **JEWISH CHAPLAIN**
Recovery and Mall Services (RMS)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The Jewish Chaplain, in a permanent intermittent capacity, is responsible for providing spiritual and moral guidance to the Department of State Hospitals-Atascadero (DSH-A) Jewish patients. The Jewish Chaplain interviews and counsels patients on ethical, moral, and spiritual matters; conducts Jewish services and rituals as needed; and organizes and instructs classes in Jewish religion, ethics, and sacred music. In addition, the Chaplain will make arrangements to visit the sick and other patients who request a visit and who are unable to attend ceremonies/services independently; will work with the patients in group activities; attends team meetings as needed; works collaboratively with Social Workers to counsel families on religious programs and services, as needed; and will also work collaboratively with other Chaplains.

50% DELIVERY OF SERVICES

Consult with hospital Clinical, Administrative, and RMS staff about general or individual religious issues, such as **religious dietary requests** that require the attention of the Interdisciplinary Team and Nutrition Services; the **review and approval of vendors**, religious items, and/or materials; providing staff and patient **education**.

Conduct quality Jewish religious ceremonies, services and groups.

Provide spiritual counseling, visitation, and teaching to patients unable to attend activities off the unit as scheduled.

Work cooperatively with the other Chaplains to provide spiritual services and groups.

30% ADMINISTRATIVE/ORGANIZATIONAL DUTIES

Perform administrative and institutional duties, following policies and procedures necessary to safely provide spiritual services.

Direct the provision of regularly scheduled Jewish services, ceremonies and scheduled groups for study and other spiritual activities.

Order necessary supplies to provide quality Jewish services and ensure proper and organized storage of these supplies.

Effectively communicate with supervisor, Interfaith Team, and Treatment Teams.

15% RELATIONSHIP SECURITY

Support the hospital's Relationship Security Program through ongoing monitoring of self and others to prevent boundary problems from escalating into breaches and policy violations.

5% OTHER DUTIES:

Submit budget and Performance Improvement recommendations to improve Jewish Services.

Assist with providing services to patients from a variety of faith groups.

All other duties and special projects as assigned consistent with this classification.

2. SUPERVISION RECEIVED

The Chaplain is under the direct supervision of the Recovery and Mall Services Program Assistant.

3. SUPERVISION EXERCISED

Not applicable.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Factors involved in the development of behavior problems, including a knowledge of mental disorders and principles of mental hygiene; knowledge of developmental disabilities; purposes of mental and correctional institutions; methods of rehabilitation.

Ability to: Organize, prepare, and conduct Jewish religious services and courses on ethics, religion, and sacred music; counsel institution residents and their families on moral and ethical problems; establish rapport with institution residents; analyze situations accurately and adopt an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Apply knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively support a safe and hazard-free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR N/A

AGE SPECIFIC

Provide services commensurate with the age of patients/clients being served. Demonstrate knowledge of growth and development of patients/clients in the following age categories: adult, and geriatric.

THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI)

Apply and demonstrate knowledge of correct methods in Therapeutic Strategies and Interventions (TSI).

RESTRAINT/SECLUSION

Demonstrate knowledge of criteria and appropriately use, apply, and remove restraints and/or seclusion.

CULTURAL AWARENESS

Demonstrate awareness to multicultural issues in the workplace that enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Applies and demonstrates knowledge of the following:

Possess knowledge of a variety of RMS Area Orientation and Training procedures and guidelines.

Demonstrate appropriate interactions with patients and maintain therapeutic boundaries.

TECHNICAL PROFICIENCY

Demonstrate the ability to properly utilize and account for various items; operate TV/VCRs, and miscellaneous audio equipment, spiritual items and materials.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain good standing with a recognized California Rabbinical body **or** maintains endorsement by the Board of Rabbis of Northern or Southern California. Any failure to do so may result in termination from Civil Services.

7. TRAINING

Training Category = 8

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

Employee is required to:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional and effective interactions with employees, patients and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital or as dictated by the operational needs of the hospital.

Jewish Chaplain-RMS

Date

Program Assistant-RMS

Date

Program Director-RMS

Date